

ADMINISTRATIVE - INTERNAL USE ONLY

15 April 1971

OFFICE OF PERSONNEL MEMORANDUM NO. 20-37-1

SUBJECT: Honor and Merit Awards--SP Careerists


1. Effective immediately the Personnel Career Service Board will review each nomination for Honor and Merit Awards when:

- (a) the person nominated for an award is a member of the Personnel Career Service; and
- (b) an employee other than an SP Careerist is assigned to the Office of Personnel.

2. After the Board completes its review, the Chairman will present the Board's recommendation to the Director of Personnel, who will reach his decision as Head of the Personnel Career Service and/or as the Director of Personnel.

3. The purpose of this procedure is to insure that the recommendation for an award is appropriate to the particular deed or period of superior performance and, of course, is equitable as regards other nominations for awards within the Career Service or the Office.

4. In the rare instance when the person assigned to the Office of Personnel is not a member of the SP Career Service, suitable coordination will be conducted by the Chairman with the nominee's parent career service.

  
Harry B. Fisher  
Director of Personnel

OPM 10-71

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